

**QUARTERLY WAGE AND WITHHOLDING REPORT, DE 6 REV. 3 (1-98)
PRINTING SPECIFICATIONS
EDD SUPPLIED FORMS**

EDD provides DE 6 forms suitable for laser printers and track feed printers at no expense to users. Contact your nearest Employment Tax Customer Service Offices (ETCSOs), to obtain these forms in quantities of less than 25. ETCSOs are listed in the Government Pages of your local telephone directory. For orders of 25 or more, contact the EDD Forms Warehouse at 1733W Sports Drive, Sacramento, CA 95834, (916) 322-2835.

EDD will accept alternate (facsimile) forms printed with laser or computer printers on plain white paper after we have tested them on our Optical Character Reader (OCR) scanners. Please contact the alternate forms coordinator, (916) 255-0649, for specifications.

GENERAL REQUIREMENTS

Ink: To allow data to be captured correctly, the wage and withholding report must be in black ink. The main objective is to produce a clear, distinct image.

Print Size: Print at six vertical lines per inch and 10 horizontal print positions per inch. A Courier 12 type face achieves high read rates. Bold print type faces should be avoided

Alignment: The top edge of the form is zero, the bottom of the form is line 66, the left perforation or the left edge is print position zero, and the right perforation or the right edge is print position 85.

Display of Numbers: Left justify the wage totals reported (begin printing wage totals in the first position of the wage fields). Do not use commas. Use decimal points or spaces between digits as appropriate, for example: 32 417.98 or 32 417 98. Do not use dollar signs.

Display of Social Security Account (SSA) Numbers: SSA numbers must always contain nine digits. Do not use “-” or “/” between digits. Acceptable ways of printing are:

012345678
012 34 5678

Display of Employee Names: Please show first name, middle initial, and the last name of each employee. Our new equipment requires that employee names be printed in the first name, middle initial, last name format. We can no longer accept employee names printed with the last name first. **All letters must be printed in upper case only.**

User Codes: If you print code numbers or letters on your forms, please position them under the “Quarter Ended” field between lines 10 and 14 and print positions 10 thru 45.

Quarter Ended/Due Date/Delinquent Date: Quarters end on March 31, June 30, September 30 and December 31. Returns are due the first day of the month following the final day of the quarter (April 1, July 1, October 1, and January 1.) Returns are delinquent if not postmarked on or before the last day of the month following the end of the quarter. If this date falls on a Saturday, Sunday, or holiday, the delinquent date becomes the next working day. For 1998 delinquency dates are: April 30; July 31; November 2; and February 1, 1999.

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ITEM	PRINT LINES	PRINT POSITIONS	PRINT FORMAT
PAGE NUMBER, from	6	16 thru 17	NN
PAGE NUMBER to	6	20 thru 21	NN
QUARTER ENDED	8	16 thru 26	MM DD YY
DUE	8	32 thru 42	MM DD YY
DELINQUENT	8	53 thru 63	MM DD YY
YEAR & QUARTER	8	74 thru 79	YY Q
EMPLOYER ACCOUNT NUMBER	11	68 thru 79	NNN NNNN N
EMPLOYER NAME & ADDRESS	16-20	10 thru 40	ADDRESS FORMAT
A. NUMBER OF EMPLOYEES Print these numbers on the first page of the report only.			
1 st month	20	58 thru 62	N NNN
2 nd month	20	66 thru 70	N NNN
3 rd month	20	75 thru 79	N NNN
B. TYPE OF SUBJECT WAGES			
Voluntary DI Plan	22	12	X
C. NO PAYROLL	22	52	X
D. OUT OF BUSINESS	22	62	X
E. SOCIAL SECURITY NUMBER	25, 29, 33, 37, 41, 45 49	11 thru 25	NNN NN NNNN
F. EMPLOYEE NAME	25, 29, 33, 37, 41, 45, 49	28 thru 65 47 49 thru 79	F NAME MI L NAME
G. TOTAL SUBJECT WAGES	27, 31, 35, 39, 43, 47, 51	13 thru 31	NN NNN NNN NN
H. PIT WAGES THIS QUARTER	27, 31, 35, 39, 43, 47, 51	37 thru 56	N NNN NNN NN

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ITEM	PRINT LINES	PRINT POSITIONS	PRINT FORMAT
I. PIT WITHHELD	27, 31, 35, 39, 43, 47, 51	62 thru 56	N NNN NNN NN
J. TOTAL SUBJECT WAGES THIS PAGE (Enter on each page)	54	13 thru 31	N NNN NNN NN
K. TOTAL PIT WAGES THIS PAGE (Enter on each page)	54	37 thru 56	N NNN NNN NN
L. TOTAL PIT WITHHELD THIS PAGE (Enter on each page)	54	62 thru 79	N NNN NNN NN
M. GRAND TOTAL SUBJECT WAGES (Enter on first or last page only)	57	12 thru 31	N NNN NNN NN
N. GRAND TOTAL PIT WAGES	57	35 thru 56	N NNN NNN NN
O. GRAND TOTAL PIT WITHHELD (Enter on first or last page only)	57	59 thru 79	N NNN NNN NN
P. DECLARATION (Signature on first page only)			
Signature	60	16 thru 31	SIGNATURE
Title	60	36 thru 50	TITLE
Phone	60	56 thru 67	MM DD YY
Date	60	71 thru 79	PHONE NO.